

MINUTES

PERSONNEL COMMITTEE MEETING

CITY OF BRANSON, MISSOURI

June 10, 2011

INTRODUCTORY

The Personnel Committee of the City of Branson, Missouri met for a meeting in the Fish Bowl Conference Room of the Branson City Hall on June 10, 2011 at 8:30 a.m. The following members were present: Raeanne Presley, Dean Kruithof, Chris Bohinc, Janet Akers, and Luise Bird.

Also present were: Lori Helle, Dennis Brunner (EPC Chair) and Becky Iverson.

AGENDA

Mayor Presley opened the meeting by introducing the new members of the Committee and gave a brief history regarding the formation and purpose of the Committee.

MINUTES

The Minutes from the February 17, 2011 and March 17, 2011 meetings were acknowledged. There were no corrections.

VALUES

Dennis Brunner, informed the committee that the EPC (Employee Personnel Committee) had met on Wednesday, June 9, 2011. They reviewed the input they had received from the Board of Aldermen. Dennis indicated that 12 key terms have been identified. The Committee is currently working on a short definition of each key term. Yesterday, they worked through seven of the terms and will finish the last five at the next meeting. They will review the work they completed at the June 9th meeting to ensure that the definitions fit with the mission statement.

Presentation on Merit-based pay system by Lynda Higbee

Lori Helle gave a brief history of the Merit-based pay system to bring the new members up-to-date. She described the implementation plan to the committee – i.e. year one (January 2012) will include directors and secondary managers under the directors. Lori informed the Committee that Linda Higbee of Higbee and Associates did a telephonic presentation for the Personnel Committee at the March meeting.

Discussion of Employee Turnover

Lori introduced the employee turnover survey to the Committee. She indicated that we had one city that did not respond and that another city simply responded with an average. The Committee reviewed the results of the survey and felt that overall the City of Branson was on par. The Committee felt that turnover in the Police Department was higher than average. Dean stated that we are aware of the higher turnover in the police department and that it is being addressed.

Luise Bird asked if the City has a policy regarding turnover. Lori indicated that we do not at this time. However, turnover may be something added as a measurement tool to the strategic plan.

Reading, Discussion & Approval of the bi-annual Personnel Manual updates

Lori informed the Committee that the Personnel Manual was completely reviewed and updated by the Employee Personnel Committee during 2009 and was adopted by the Board of Aldermen January of 2010. She informed the Committee that twice a year necessary revisions are made to the manual and presented to the Personnel Committee. Changes to the Articles, after presentation to the Personnel Committee, must be presented to the Board of Aldermen for approval. Changes to the rules, after presentation to the Personnel Committee, are approved by the City Administrator.

Lori introduced Dennis Brunner to the Committee and stated that as EPC Chair he would go over the changes in the absence of Kelli Fleck, Deputy Personnel Officer.

Article 11, Section 2: no comments.

Article 17, Section 3D: the Committee questioned why the change was being made. Dennis, Lori, and Becky all explained that as it currently reads, it appears that all employees after one year of service are eligible for the sick leave conversion. That differs from what the actual policy is. The policy is that at the beginning of the calendar year, all employees who have completed one year of full-time service receive the sick leave conversion. The change better outlines the actual policy.

Rule Number 3, Section 2A: no comments

Rule Number 4, Section 2B(3)h: no comments

Rule Number 4, Section 2B(3): no comments

Rule Number 4, Section 2B(4): the Committee inquired as to why the EPC felt the need to soften the policy by changing the wording from "shall" to "may". It was explained that by changing the wording, it allows for other disciplinary actions to be put into place for those incidents that do not rise to the level of termination.

Rule Number 8: The Committee felt that as continuing education is important and a part of the Merit-based performance system that the EPC may want to consider keeping the reimbursement requests in the employee personnel file. This will be changed now, but may be addressed at a later time.

Rule Number 10: The Committee suggested that wording "he/she" be replaced with "the employee." The Committee specifically questioned the wording of Section 8(11) page 108. Specifically the word "we" in the underscored sentence reading "...and a documented good faith effort to obtain the information has been made, we..." The Committee asked who is we, is it the City, Personnel, etc. They asked that this be corrected to read, "Personnel."

Personnel Officers Report

Lori informed the Committee that several months ago the Personnel Committee watched a video presentation entitled, "11 Minutes of Thought." She explained the video was very thought provoking in ways to motivate employees. She stated that she will email the link to the new Committee members so that they can watch it and then discuss at the next meeting.

Adjournment

The meeting was adjourned at 9:40 a.m. The next meeting of the Personnel Committee will be on Friday, July 8, 2011 at 8:30 a.m.